

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
ROBERT PEÑA, CHAIR  
VICTOR CELENTINO  
MARK GREBNER  
RYAN SEBOLT  
SIMAR PAWAR  
KARLA RUEST  
MONICA SCHAFER

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 04, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

### Agenda

Call to Order

Approval of the [May 21, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. [Innovation & Technology Department](#) – Resolution to Approve the Purchase of a Fiber Optic Connection from Metronet
2. [Animal Control and Shelter](#) – Resolution to Authorize the Creation of an [Animal Care Manager](#) Position within the Ingham County Animal Control and Shelter
3. [Facilities Department](#) – Resolution to Authorize an Agreement with [Altech Doors LLC](#), to Replace the Overhead Doors at the Ingham County Drain Commissioner’s Office
4. [Road Department](#)
  - a. Resolution to Authorize A Bituminous Pavement Agreement with [Giguere Homes](#) for Sanctuary III Subdivision
  - b. Resolution to Approve a Traffic Control Order for an All-Way Stop at the [Maple Ridge Road](#) and Rolling Hills Drive Intersection
5. [Board of Commissioners](#) –Special Millage for [Housing and Homeless Services](#) (*Discussion*)

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org)

COUNTY SERVICES COMMITTEE

May 21, 2024

Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner, Pawar, Ruest, and Schafer.

Members Absent: None.

Others Present: Treasurer Alan Fox, Eric Schertzing, Kristen Romo, William Lawrence, Luna Brown, Niccolai Trudeau, Daniel Black, Paul Pratt, David Ellis, Becky Bennett, Gregg Todd, Sue Graham, Anika Ried and others.

The meeting was called to order by Chairperson Peña at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the May 7, 2023 Minutes

CHAIRPERSON PEÑA STATED, WITHOUT OBJECTION, THE MINUTES OF THE MAY 7, 2024 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

Alan Fox, Treasurer, stated they wanted to let the County Services Committee know the Housing Trust Fund Board meeting had just concluded and they voted to recommend to the Board of Commissioners 0.5 mills for a Housing and Homeless Services Millage to be put on the ballot for the November 5, 2024 General Election. Treasurer Fox further stated the proposal was worded very broadly to allow the Board of Commissioners to use the funds in whatever combination of needs, with the understanding that it could change over time, and was not directed at the Housing Trust Fund itself.

Treasurer Fox stated they arrived at 0.5 mills after considerable community conversation, three public events, and an event with those in the County that were involved in housing and homelessness programs. Treasurer Fox further stated they took many of the thoughts expressed at the County Services Committee meeting on May 7, 2024 about where the County was otherwise putting resources towards other services, such as for animals and prisoners.

Treasurer Fox stated the 1.4 mills being used to house prisoners was not entirely accurate, but still significant. Treasurer Fox further stated the Housing Trust Fund Board, which did not have the same balancing obligations as the Board of Commissioners, felt that 0.5 mills was appropriate and could be used to leverage State and Federal money as well as private funds to meet the needs of the County, and they would have a formal resolution at the next County Services meeting.

Kristen Romo, Ingham County Purchasing Director, introduced themselves and stated they had just started in the role three weeks ago. Romo further stated they had almost ten years of purchasing experience and they were excited to be here and they were looking forward to working with everyone.

Eric Schertzing, former County Treasurer, stated they were present to encourage support for a robust Housing Millage. Schertzing further stated they knew housing was a major problem in Michigan and, with the tax foreclosure changes from 1999 under Public Act 123, the County got into the tax deed foreclosure process.

Schertzing stated that in a 2004 agreement with the County Treasurer, they took on the foreclosure process from the State and the next year set up a County Land Bank. Schertzing further stated in 2005, they did not understand what the recession would do, but found it to be a very convenient tool to have in the County Government toolbox.

Schertzing stated the great recession also made it clear how important it was to have the resources and capacity, which they worked together to build in the Land Bank, to be able to pull down Federal and State resources when they were available. Schertzing further stated this was part of the intent of what a Millage would allow.

Schertzing stated it was the right thing to do for the County and a study done by Ryan McNeil, State Land Bank Authority GIS Analyst, showed incidents of tax foreclosure activity in Ingham County were 70% determined by the Home Owner's Loan Corporation (HOLC) lines for redlining in 1940. Schertzing further stated this was a way to improve upon the unfortunate situation and a potential Millage was a deepening of the relationship to support housing between the Board of Commissioners, the Treasurer's Office, the Land Bank, and the Housing Trust Fund.

Schertzing stated the County was in a good position and that Treasurer Fox was a great Treasurer and was carrying on a proud tradition. Schertzing further stated that while the County was in an enviable position, housing demographics were aging and getting poorer and they had to do more to serve citizens and improve conditions, so they hoped the County Services Committee would consider the 0.5 mills.

Schertzing thanked the County Services Committee.

Daniel Black, Ingham County resident, expressed their support for Millage to support affordable housing.

Luna Brown, Rent is Too Damn High Coalition member, stated 0.5 mills was not enough and what was being spent on housing was a fraction of what was being spent on jailing individuals and it was adding to the issue. Brown further stated they needed housing now so they did not have to fill up jails and continue to put more funding towards jails.

Brown stated that housing should be an equal priority to jailing individuals, and as a part of the queer and disabled community, they were disproportionately affected by the issue. Brown further stated that the government was doing the bare minimum and they were tired of having to house their community because there was nowhere else to go.

Brown stated they needed at least 1.4 mills for housing and that three to four million dollars a year would not make a scratch on the issue. Brown further stated they needed to make sure the funding was not being put into private developments and landlords because they had decades, if not centuries, of experience watching private landlords destroy communities and they needed to prioritize public owned and non-profit housing rather than providing bailouts for those that did not know to run a business.

David Ellis, Ingham County Resident, urged the Board of Commissioners to increase the amount of the Millage and to focus on low-income renters. Ellis further stated that over and over they had seen money for affordable housing go to housing assistance, which was nice for folks in the middle, but did not help the low-income.

Ellis stated they did not see much of that happening and would like to see focus on those such as themselves that lived in affordable apartments. Ellis further stated that even those that could afford their housing could not even keep up with maintenance costs and did not have the knowledge built up to do so.

Ellis stated that when bills were tight for low-income individuals, they ended up having to delay maintenance, which ended up raising costs down the road. Ellis further stated they would like to see funds focus on public housing or, at the bare minimum, non-profit maintained housing.

William Lawrence, Rent is Too Damn High Coalition member, encouraged the Board of Commissioners to not lowball the Millage, and that they had been tracking housing state-wide over the last two years, and good things were happening at the Michigan State Housing Development Authority (MSHDA). Lawrence further stated the more resources one had, the more that could be done.

Lawrence stated that nine million dollars came from the American Rescue Plan Act (ARPA) and went out to the Capital Area Housing Partnership (CAHP), Land Bank, and other existing local non-profits over two to three years. Lawrence further stated that three to five million dollars a year went out the door during that time and only 0.3 or 0.4 mills would be a hold steady posture, so they needed to go bigger in order to have more money to leverage through other sources.

Lawrence stated the Commissioners needed to look at where other funds were going and ask themselves how much lower than other Millages they could ethically go. Lawrence further stated that Treasurer Fox asking for 0.5 mills was encouraging and going even bigger would gather support from groups in the community who would be excited to take it before voters, so they reiterated their call for a bold and ambitious Housing Millage.

Niccolai Trudeau, Ingham County Resident, encouraged a larger Millage proposal and stated they paid City of Lansing property taxes, they would support a higher Millage rate, and would encourage their friends, neighbors, and community to do the same. Trudeau further stated they were willing to go to bat for a higher Millage rate because they believed more was needed to make a dent in the housing issue.

Trudeau stated they knew and believed that when their neighbors were in stable, safe, affordable, and accessible housing, their communities were safer and so perhaps down the line the Criminal Justice Millage could be reduced by soothing the issues in other areas.

MOVED BY COMM. RUEST, SUPPORTED BY COMM. CELENTINO, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Drain Commissioner
  - a. Resolution Pledging Full Faith and Credit to Bank Intercounty Drain Drainage District Note or Notes
  - b. Resolution to Authorize an Agreement for the Construction of a Portion of the Dingman Drain within the Road Rights-of-Way
2. Equalization Office – Resolution to Approve a Grant with the Michigan Department of Licensing and Regulatory Affairs for the 2024 Remonumentation Project
3. Innovation & Technology Department – Resolution to Approve Renewal of Training from Wizer
4. Facilities Department
  - a. Resolution to Authorize an Agreement with Tremco Inc. to Replace the Shingled Roof at the Ingham County Drain Commissioner's Office

- b. Resolution to Authorize an Agreement with Tremco Inc. to Replace the Shingled Roof at the Ingham County Family Center
- c. Resolution to Authorize an Agreement Termination with Boling Janitorial Services Inc., and Authorize a New Janitorial Agreement with Facilities 360
- d. Resolution to Authorize an Agreement with Smart Homes Smart Offices for Cameras at the Historical Mason Courthouse
- e. Resolution to Authorize a Purchase Order to Deere and Company for the Replacement of a Utility Vehicle
- f. Resolution to Authorize a Purchase Order to Seelye Group Ltd. to Replace the Carpet in the Public Areas, Jury Rooms, and Hallways at the Veterans Memorial Courthouse

5. Road Department

- a. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for the Columbia Road and Eifert Road Project
- c. Resolution to Authorize a Purchase Order for the Fuel Dispensing System Replacement at the Western Garage

7. Board of Commissioners

- a. Resolution Honoring the Lansing Juneteenth Committee on the 31st Annual Juneteenth Celebration
- c. Request for a Step Increase for the Equalization Director

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

5. Road Department

- b. Resolution to Approve a Traffic Control Order for an All-Way Stop at the Columbia Road and College Road Intersection

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION.

Commissioner Ruest stated they commended the Road Department, as there had been a tragic accident at the intersection of Columbia and College Roads and the Road Department immediately started looking for a resolution and performed a traffic study. Commissioner Ruest further stated that less than a month later, they were here asking for a resolution and they fully supported stop signs at the intersection, and thought lives would be saved.

Commissioner Schafer stated her agreement with Commissioner Ruest and stated the Road Department was doing a great job at receiving any issues she had.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

6. Human Resources Department

- a. Resolution to Approve OPEIU Family Court Unit Reclassification Requests

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION.

Commissioner Sebolt disclosed OPEIU Family Court Unit was affiliated, through their international union, with their employer, the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

Commissioner Schafer stated they knew there were many reclassifications across the board and some of them were increasing 24%, 16%, and 20%, and they were looking at \$480,000. Commissioner Schafer further asked, when it was time to negotiate, how that would work when they already did all the work ahead of the negotiations.

Gregg Todd, Controller, provided an overview of the reclassification and negotiation processes.

Discussion ensued regarding reclassifications.

Commissioner Schafer asked if everyone in the OPEIU Family Court Unit was being reclassified.

Todd stated they were not and provided clarification on the resolution.

Commissioner Schafer asked if they were trying to lift up current County employees and make sure they were being taken care of, and further asked if the \$480,000 was to maintain current employees before negotiations.

Todd stated it was not to maintain employees, rather based on what they are actually doing compared to what was in their job description as jobs changed.

Commissioner Schafer asked if it was also about maintaining current County employees and keeping them happy in the market for what they were doing.

Todd stated the goal was to compensate based on tasks that were actually being performed.

Commissioner Pawar asked how they would line up the reclassifications with the County-wide study regarding structure.

Todd stated they hoped with the wage study, the reclassified positions would fall in line with what the pay actually was and the theory was if they reclassified now versus changing them based on the wage study in 18 months, they would probably end up at the same spot. Todd further stated when comparing County Government positions and asking what they actually did, it was more than likely going to fall out there.

Commissioner Ruest asked when the positions were last reclassified.

Todd stated they would look into it.

Commissioner Ruest asked if the money was in the current budget or if they had looked at how it would affect the budget.

Todd stated the County budgeted at full pay at the highest step, but there were always people leaving and the County had about 100 vacant positions. Todd further stated they funded every position at 100% each year but due to staff changes and vacant positions, the entire budget was not used, and it was pretty predictable.

Todd stated they typically had around 100 vacant positions and even though the positions were funded at the full amount, the funding did not always go out and positions fluctuated, especially in the current job market, as individuals were not staying in jobs for the long term.

Chairperson Peña stated they had neighbors that were young and finishing law school and medical school who were leaving not just Lansing, but the State and the Country.

Commissioner Grebner stated there were many moving parts about employee compensation and that they reclassified roughly eight to ten percent of all positions in the County, and that was just what happened. Commissioner Grebner further stated that once a decade, a position might get reclassified lower, but usually the positions were reclassified higher because laws changed, positions become more professional, there were more technical requirements, and they appreciated more risks and dangers in employment.

Commissioner Grebner stated all sorts of things happen, and 50 years ago the jail was considered a low skill, low interest position, but now it was increasingly professional. Commissioner Grebner further stated they used to hire typists, but did not think anyone was hired on the basis of their typing skills anymore.

Commissioner Grebner stated once reclassified, positions tended not to be reclassified except for maybe every five to 15 years, and every now and then they found a position that had not been reclassified in 25 years, but it did not stay that way long. Commissioner Grebner further stated those went into the range of another job because that job was set at that range.

Commissioner Grebner stated a second way one got more money was to just stay in a job without reclassification and each year go up one step until the top was reached. Commissioner Grebner further stated a third way was by negotiating contracts and renegotiating the step at each pay grade and some percentage they would bump up.

Commissioner Grebner stated that real people who were with the County for a while got promoted to different jobs, which was partially in lieu of reclassification because there may be new positions created, and the old positions would just be abolished. Commissioner Grebner further stated those were at least four different ways that people got more money by working with the County and that they were trying to build a pay system that kept people from leaving for places that might pay better, but also keeping people from wanting to work for the County too much, and so they were looking for acceptable pay that was not great.

Commissioner Grebner stated that everyone's pay was a combination of those four things and on the other side, there was also inflation secretly taking away a percentage of everyone's pay each year, which gave the advantage that the County could give pay increases without it really meaning anything because inflation quietly stole it. Commissioner Grebner further stated that one may think they understood the system in a pure way, but unless one was thinking about step increases, reclassifications, union negotiations, and promotions all at the same time, they were thinking about what an individual who was working for the County's life was like.

Commissioner Grebner stated that Becky Bennett, Board of Commissioners Director, had been reclassified, promoted, and received step increases and their actual compensation went up each year due to all those things. Commissioner Grebner further stated it was a long winded way to say it was a complicated system and they ought to always worry that some part of it was broken, abused, or trampled on and stop, because once in a while they did have those issues.

Commissioner Grebner stated the wage study was done because everything gradually got more out of sync with the real world if they did not stop and have someone from the outside come in and say the way they were paying certain employees was really odd, and then explain how they were doing those things currently. Commissioner Grebner further stated they reset once in a while in large blocks and the goal was not to have any positions paid so bad they could not fill them and not to have any paid so well that people work for years to get their nephew a job.

Commissioner Pawar stated she appreciated all the education that was provided by Commissioner Grebner. Commissioner Pawar further asked if the broken portions that had not been reclassified in years would be looked at during the wage study, as opposed to during the previous wage study, where they were not.

Todd stated confirmation.

Commissioner Sebolt stated there were some comments made about the timing of the resolution, and wanted to remind their fellow Commissioners, as they had heard in past testimony, that there was frustration that these had taken months to get through and imagined with the number of positions, it was a lengthy process for HR to review all of them, so they do not know when it had been submitted. Commissioner Sebolt further stated that if they were close to the negotiation process or in the middle of the wage study, while there may be good reasons otherwise to reject the resolution, those two reasons would probably run them afoul of the collective bargaining agreement of which the process was following, so they should be separate considerations.

Commissioner Schafer asked, when the wage study came back in about 18 months, if there was potential for a dramatic increase in the amount of overhead for employees.

Todd stated there absolutely could be, but just because it could come back at a certain number, did not mean the County was required to fund it all at once, rather over time. Todd further stated they did not see that being an issue across the board, but in certain pockets where positions had not been reclassified for whatever reason, it would potentially be significant.

Commissioner Schafer asked if there was any chance of it coming back less.

Todd stated there was not.

Discussion.

Commissioner Schafer asked when the last time there was a potential freeze on hiring for vacant positions.

Todd stated it was during the COVID-19 Pandemic and was based on concern for the financial well-being of the County, which was about three years ago.

Chairperson Peña asked when they did the wage study, if they compared to counties similar to Ingham County.

Todd stated confirmation.

Discussion.

Commissioner Grebner stated one way to view reclassifications was that when the system was set up, there were ones, twos, and threes and there were some managers, Technical Office and Professional (TOPS) employees, and Correctional Officers that were ones. Commissioner Grebner further stated there were very few jobs left in the County that were still a single digit number.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

6. Human Resources Department
  - b. Resolution to Approve a Reorganization of the Human Resources Department

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.



Commissioner Schafer stated the topic had been discussed at the last County Services meeting and originally included three positions, but was now reduced to two. Commissioner Schafer further stated she was concerned about adding new employees to an already established HR Department and increasing while they were still going through the process with the unions and knowing there would be more increases coming.

Commissioner Schafer stated they were doing the reclassifications just to make sure they kept current employees, and supporting them by putting \$480,000 into it. Commissioner Schafer further stated she was concerned about adding more long term jobs when they were trying to maintain what they had now.

Commissioner Schafer stated the Prosecutor's Office had come to numerous Law & Courts Committee meetings because they had lost five positions due to not being able to fund the in between. Commissioner Schafer further stated she had been talking with the Sheriff's Department and heard that they needed more employees in the jail, just for maintenance, and they would be doing another study.

Commissioner Schafer stated she had heard in the last study done by the Sheriff's Office, they were recommended to hire six more employees, but that never happened. Commissioner Schafer further stated that continuing to add outside of the budget process concerned her and that she had constituents coming to her to say that enough was enough.

Commissioner Schafer stated the County was adding, when companies were shrinking, and the County population was not growing. Commissioner Schafer further stated she understood keeping current employees happy, but did not understand continually growing outside the budget process, which they would be discussing in a few weeks, and asked if that was something they would discuss at the upcoming Board Leadership meeting.

Todd stated that the Board Leadership meeting was to provide an overview of where the 2025 budget was and there would be no negotiations.

Commissioner Schafer stated they could make better choices when they understood where the County was financially and, as Schertzing had discussed, the County did not know where they would be prior to the recession, and they did not know where they would be a year from now. Commissioner Schafer further stated she was hesitant to build when supporting what they already had would cost them.

Commissioner Ruest stated they agreed with Commissioner Schafer and thought the positions needed to go through the budget process as any reorganization should. Commissioner Ruest further stated they should at least discuss it at the Board Leadership meeting, and was not saying that the HR Department did not need it, but should be discussed in the overall budget.

Commissioner Celentino stated they needed more explanation on the resolution and saw that the current resolution only proposed two new positions rather than three and eliminated the four reclassifications, as they felt the reclassifications needed to be run through the process as to not be seen as jumping ahead.

Sue Graham, Human Resources (HR) Director, stated the process was run.

Commissioner Celentino asked for explanation as to why the Deputy HR Director and Assistant HR Employee Data Analyst positions were kept. Commissioner Celentino further asked why, when keeping the two positions, the MC changed as well.

Commissioner Celentino stated at the last County Services meeting, the Deputy HR Director Position was an MC 13 and the Assistant HR Employee Data Analyst was a MC 6, and they were both now lower. Commissioner Celentino further asked if something changed within the duties or description of the positions.

Graham stated that one reason was because of wage compression and that without the four reclassifications, there would have been wage compression between lower and higher positions in both cases. Graham further stated out of economic consideration, they looked at where they could pull back, so they repositioned the positions and that was where they landed.

Commissioner Celentino asked for further clarification.

Graham stated when the Deputy HR Director was proposed at MC 13, it originally went with a reclassification of the HR Director from MC 14 to MC 15, but without the reclassification, the HR Director would be left at MC 14 and it resulted in wage compression. Graham further stated it changed the duties of the Deputy HR Director position, and the same occurred for the Assistant HR Employee Analyst position.

Commissioner Celentino stated they knew the Controller's Office approved the resolution, and asked Todd what their thoughts were about the positions going through the budget process like other positions.

Todd stated that not all positions went through the budget process and they could hold the positions for that purpose, but their concern was that the County was getting ready to negotiate with 21 bargaining units, conducting a wage study, and switching software, and it was all a huge task for HR, so there were multiple projects coming up that would take the HR Director away from the day to day management, which would need to be backfilled. Todd further stated, for the Assistant HR Employee Data Analyst, Graham needed more support at a lower level to help out with the day to day functions associated with HR.

Todd stated they could hold off until the positions went through the budget process, but they would then lose nine months to a year of having that help in the HR Department. Todd further stated the HR Department was understaffed and the Department was larger pre-recession, as most all of central service departments had been, but were scaled back over the years due to budget concerns, and those departments made sure all other departments ran.

Todd stated if it was the will of the Board of Commissioners to run the positions through the budget process, they were more than happy to do it, but they felt confident the costs could be absorbed through the current budget.

Commissioner Celentino stated they understood the need for the Deputy HR Director position, but asked if Todd would be less concerned if just the Assistant HR Employee Data Analyst position went through the process, and they only moved forward with the Deputy Director.

Todd stated if they had to pick, that was the direction they would go, and that the HR Department was still utilizing a lot of temporary employee services to provide the backfill.

Commissioner Celentino asked, if both of the positions went through, would that eliminate the need for the temporary employees.

Graham stated it would eliminate one temporary position.

Commissioner Celentino stated they brought it up because it provided a little more choice.

Commissioner Sebolt stated they appreciated that the resolution was back in a different form than it had been at the last County Services meeting, that a lot of thought had gone into it, and that as the Chairperson of the Board of Commissioners, they sometimes heard more frustrations than maybe other Commissioners did and knew there were issues going on. Commissioner Sebolt further stated that some of the concerns had merit, and some did not, but on top of that Todd had listed three big functions coming up and the two positions were needed and needed quickly.

Commissioner Sebolt stated the positions made sense to have in order to alleviate pressures and when HR functioned well, all of the County employees were happier. Commissioner Sebolt stated they were looking forward to moving the resolution forward that evening so that the HR Department could get to those critical services for the rest of the employees.

Commissioner Grebner stated they thought of HR as being like the plumbing of the County, boring and mostly internal maintenance, much like Purchasing, Facilities, Equalization, the Office of Finance and Budget, and the Innovation and Technology (IT) Departments, which were all departments that did not have much contact with the outside world and so constituents did not have responses, unlike the Health Department, Sheriff's Department, or Road Department. Commissioner Grebner further stated they were all somewhat sub-departments of the Controller's Office and the County generally had a tradition of underfunding those departments and asking them to get by without.

Commissioner Grebner stated they often wondered how little they could get by with and that after a while, it got threadbare. Commissioner Grebner further stated it was like how something needed to be done with MUNIS, because they had saved so much money on it over time that it was in a state of collapse.

Commissioner Grebner stated they did not fully know the internal workings of the HR Department, as it was not public facing, but in this case they trusted Todd, and trusting the judgement of the Controller was a part of not firing them. Commissioner Grebner further stated if they thought Todd was wrong and did not trust their judgment, then why did they have a Controller who made consistent recommendations.

Discussion.

Commissioner Grebner clarified they were not moving to fire the Controller, but rather saying they were endorsing the Controller's judgement and that approving the resolution did not improve the image of the County, but they just needed to do it and they trusted the Controller, so they were going to vote yes.

Commissioner Ruest asked how long it had been since there had been a Deputy HR Director.

Graham stated they had been eliminated in 2012 and they had two deputies at that time.

Commissioner Ruest asked if they had gone through negotiations before without a Deputy Director.

Graham stated confirmation.

Commissioner Ruest asked how many vacancies were currently in the HR Department.

Graham stated there was one full-time vacancy in what would have been a reclassified position in the original reorganization, but was pulled back.

Commissioner Ruest asked how many positions were filled by temporary employees.

Graham stated there was one position that was currently filled by a temporary employee, one that would go away with the approval of the Assistant HR Employee Data Analyst position, and temporary help that would cover a leave of absence.

Commissioner Ruest stated they would be voting no because they felt the positions needed to go through the budget process.

Commissioner Pawar asked if a recession occurred again and they were in a position to lose people, if the County had a policy to review positions like the ones being created today.

Todd stated they would look at vacant positions and stop funding those, then based on contracts they would look at how the County could slim down.

Discussion.

Commissioner Schafer stated they agreed with Commissioner Celentino. Commissioner Schafer further stated she was concerned about adding positions, and that Todd had recommended at the last County Services meeting that they needed the Deputy HR Director position above all else.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CELENTINO, TO REMOVE THE ASSISTANT HR EMPLOYEE DATA ANALYST POSITION FROM THE RESOLUTION.

THE MOTION TO AMEND THE RESOLUTION FAILED VIA ROLL CALL VOTE.

**Yeas:** Schafer, Celentino.

**Nays:** Grebner, Sebolt, Pawar, Ruest, Peña.

**Absent:** None.

Discussion.

Commissioner Ruest asked if all the HR employees were back working in the office or if they were still working remote.

Todd stated the County had a remote work policy, which was approved by the Board of Commissioners, which allowed departments to choose to allow employees to work remotely if it fit with their job tasks and was up to managers to determine.

Commissioner Ruest asked if that meant the same amount of work was being done or if they were looking to bring them back full time.

Todd stated the issue with making everyone come back to work in the office was that at the State level 100% of the HR Department was remote, and they had already lost many employees to the State because they did not have to come to work, they got paid more, and had less responsibilities, so if they made everyone come back, they would likely lose more employees.

Commissioner Celentino stated they would likely still support the resolution even without the amendment because they would hate to see the Deputy HR Director position eliminated, even though they would have been more satisfied with the amendment.

Commissioner Grebner stated they did not think they should because they had already motioned to amend, but they could have asked for a division of the question because it was always granted under Masons Rules and they probably would have won if they had done that.

Discussion.

COMMISSIONER SCHAFER REQUESTED TO DIVIDE THE QUESTION.

Discussion.

Chairperson Peña stated the question would be divided between the two proposed positions.

Commissioner Sebolt provided clarification of the division.

CHAIRPERSON PEÑA CALLED FOR A VOTE TO APPROVE THE DEPUTY HR DIRECTOR.

THE VOTE TO APPROVE THE POSITION PASSED.

**Yeas:** Celentino, Grebner, Pawar, Peña, Schafer, Sebolt. **Nays:** Ruest.

**Absent:** None.

CHAIRPERSON PEÑA CALLED FOR A VOTE TO APPROVE THE ASSISTANT HR EMPLOYEE DATA ANALYST POSITION.

THE VOTE TO APPROVE THE POSITION PASSED.

**Yeas:** Grebner, Sebolt, Pawar, Peña. **Nays:** Celentino, Ruest, Schafer.

**Absent:** None.

Commissioner Grebner stated the resolution, because both halves passed, would join magically and come back to the Finance Committee as a single unitary resolution because the division was unnecessary.

Chairperson Peña stated that the motion carried.

7. Board of Commissioners

b. Resolution Designating the Month of June, 2024 as LGBTQ Pride Month in Ingham County

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated that when the resolution first came up, they were a new Commissioner and not on the County Services Committee but had spoken with the Chairperson. Commissioner Schafer further stated she did not have an issue with the designation of June as LGBTQ Pride Month, but when the Board of Commissioners passed Resolution #19-057, which ensured accessibility to gender-segregated facilities on property operated by Ingham County, she believed if they were going to do this, as they did in 2019, they needed to make sure all facilities had single unit facilities available to everyone.

Commissioner Schafer stated not everyone wanted to use a community restroom, and there were nursing moms, people with gastrointestinal issues, medical issues, and people who had instances of rape and were scared to death. Commissioner Schafer further stated she was asking it be taken seriously to have single restrooms in County facilities and that any new builds also included this.

Commissioner Schafer stated that when her children were younger she always wanted to go into a family restroom. Commissioner Schafer further stated the County had to have single restrooms available for everyone to utilize, regardless of their issue, and would like to see that in new facilities as well.

Chairperson Peña stated they were not a woman but did not believe a restroom was an appropriate place to nurse and if one went to a restaurant and someone was eating pizza, it would not be appropriate to tell them to go eat in the restroom. Chairperson Peña further stated the Fair had nursing facilities, and the County had made nursing facilities available and separate facilities for nursing was one thing and they thought discretion could be used for restrooms.

Chairperson Peña stated they had to take their niece to the men's room when they were young and they would go into a stall, as others likely took their sons in the women's room and into a stall. Chairperson Peña further stated they wished Glenn Canning, Facilities Director, was present.

Commissioner Sebolt clarified they were not making any policy recommendations in terms of restroom facilities in the resolution and that it was simply referenced in a whereas clause, not a resolute clause, past actions taken by the Board of Commissioners for the LGBTQ Community. Commissioner Sebolt further stated if Commissioner Schafer was that concerned, she could write a policy resolution on new construction of all buildings to include such facilities, but it had nothing to do with the resolution before them.

Commissioner Ruest stated they had to take exception with the statement made by Chairperson Peña regarding nursing moms and that it was ridiculous they could not nurse their child in a bathroom. Commissioner Ruest further stated they could nurse in a restaurant and, by State Law, they could nurse their children wherever they needed.

Chairperson Peña stated they did not restrict it to the restroom and if a mother would like to nurse in a restroom they could, but should not be made to leave the restaurant. Chairperson Peña further stated it was an open plate.

Commissioner Ruest stated that Chairperson Peña had just stated it was not proper for a woman to nurse in a bathroom.

Chairperson Peña stated it was not proper for a man to eat pizza in the bathroom either, per the County health code.

Discussion.

Commissioner Schafer stated she would take Commissioner Sebolt up on their suggestion to look at resolutions. Commissioner Schafer further stated when they were talking about all those different things, what affected her did not affect everyone else so it was hard to speak for everyone, and they would take up Commissioner Sebolt's recommendation.

Chairperson Peña stated they appreciated Commissioner Schafer picking up the gauntlet and apologized to Commissioner Ruest for trespassing interpretation.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

#### Announcements

None.

#### Public Comment

Paul Pratt, Deputy Drain Commissioner, stated their experience in the Drain Office was that they were flooded with work trying to repair the shortcuts taken by subdivision and condominium developers over the last half century and it had warped their lens as to how they looked at things. Pratt further stated that an awful lot of expense issues were expense shortcuts and coming home to roost.

Pratt stated, with regard to the HR Department, when they were a Commissioner in the late 1990s when the last time an actual pay study was done, it had obviously been done with consultant that intended to drive down wages and resulted in a massacre and a lesson they learned about HR. Pratt further stated the number of good employees that were redlined and told they were being overpaid, but by the grace of the Board of Commissioners they would be allowed to continue working at their inflated pay.

Pratt stated it was a body blow to the morale of the County workforce and it was the last one that managed to come through and thought the County had been cheaping it out on the HR side for a long time and it was coming home to roost.

### Adjournment

The meeting was adjourned at 7:17 p.m.

**JUNE 4, 2024 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Controller recommends approval of the following resolutions:**

**1. Innovation and Technology – Resolution to Approve the Purchase of a Fiber Optic Connection from Metronet**

This resolution approves the purchase of a fiber optic connection from MetroNet for the new health clinic at East Lansing High School. The cost for this fiber optic connection is \$40,140.

See memo for details.

**2. Animal Control and Shelter – Resolution to Authorize the Creation of an Animal Care Manager Position within the Ingham County Animal Control and Shelter.**

This resolution authorizes the creation of an Animal Care Manager Position, MC 8 (\$60,884.80 to \$73,102.90). In an effort to continue expanding the services provided by their public facing programs and maintain their high internal standards of care, Animal Control is requesting the creation of a new Animal Care Manager position. This position would be primarily responsible for direct daily supervision of the animal care and behavior staff, monitoring the daily care of animals in ICACS custody, development of new animal care and behavior programming, controlling the population balance of the Shelter, and scheduling of public facing services such as the ICACS trap neuter and return program.

Funding for the position would be provided through the Animal Shelter Millage.

See memo for details.

**3. Facilities Department – Resolution to Authorize an Agreement with Altech Doors LLC, to Replace the Overhead Doors at the Ingham County Drain Commissioner’s Office**

This resolution authorizes an agreement with Tremco Inc, to replace the overhead garage doors at the Drain Office. The existing doors are failing, and replacement parts are no longer available. Funding for the \$38,083.73 (including a \$3,400 contingency) is available in the 2020 Drain Office Revolving Loan fund and 2024 CIP.

See memo for details.

**4a. Road Department – Resolution to Authorize A Bituminous Pavement Agreement with Giguere Homes for Sanctuary III Subdivision**

This resolution authorizes a bituminous pavement agreement with Giguere Homes for the Sanctuary III Subdivision. This agreement will provide Giguere up to five years to complete the final course of asphalt on Crane Circle. This will ensure the final course is applied after the construction is completed.

See memo for details.

**4b. Road Department – Resolution to Approve a Traffic Control Order for an All-Way Stop at the Maple Ridge Road and Rolling Hills Drive Intersection**



This resolution approves a Traffic Control Order to install two signs at the intersection of Maple Ridge Road and Rolling Hills Drive, making the intersection an all-way stop intersection.

See memo for details.

**Additional Items:**

5. **Board of Commissioners – *Special Millage for Housing and Homeless Services (Discussion)***

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** May 20, 2024  
**SUBJECT:** Network connection for East Lansing High School Clinic  
For the Agendas of June 4, June 5, and June 11, 2024

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**BACKGROUND**

The Ingham County Health Department is preparing to open a clinic at East Lansing High School. This new location will need to be able to connect to the County network to operate effectively. To ensure a cost effective, reliable, and secure connection, Innovation and Technology is proposing a private fiber optic connection.

**ALTERNATIVES**

Other quotations were obtained from Zayo and AT&T however price and lead-time were limiting factors that lead to the selection of Metronet as the preferred vendor. Other non-fiber technologies were considered but, due to the high performance, low latency requirements of the Health Department’s electronic medical records system, those options were ruled as insufficient.

**FINANCIAL IMPACT**

Funds for this project will be paid out of account #51161534-931030-02344.

**STRATEGIC PLANNING IMPACT**

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to enter into an agreement with Metronet for the installation of a private fiber optic connection and five years of service in the amount not to exceed a total of \$40,140 over the five-year term.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF A FIBER OPTIC CONNECTION FROM METRONET**

WHEREAS, Ingham County currently utilizes fiber optic data connection solutions successfully at various locations; and

WHEREAS, there is a need for reliable, cost effective, and secure data network connectivity from the East Lansing High School health clinic back to the County's network; and

WHEREAS, a fiber optic solution has been determined to meet all data connectivity needs while providing the best price for performance over a short term.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of a private fiber optic data connection from Metronet over five years in an amount not to exceed \$40,140.

BE IT FURTHER RESOLVED, that the recurring monthly fees will be paid from the account #51161534-931030-02344.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners Law & Courts, County Services, and Finance Committees  
**FROM:** Holly Guild, Director, Ingham County Animal Control & Shelter  
**DATE:** May 15, 2024  
**SUBJECT:** Resolution to create an Animal Care Manager position  
For the meeting agendas of May 30, June 4, and June 5, 2024

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**BACKGROUND**

Since 2020, ICACS has been focused on expanding its capacity for animal related medical care, which has included implementing programs focused on improving the behavior and well-being of stray and abused animals in our care in conjunction with expanding public facing services to Ingham County residents. These programs have required the addition of new staff in our Animal Care and medical divisions to adequately care for the animals in our custody along with improving our overall quality of care.

In an effort to continue expanding the services provided by our public facing programs and maintain our high internal standards of care, we are asking to create a new Animal Care Manager position. This position would be primarily responsible for direct daily supervision of the animal care and behavior staff, monitoring the daily care of animals in ICACS custody, development of new animal care and behavior programming, controlling the population balance of the Shelter, and scheduling of public facing services such as the ICACS trap neuter and return program.

The Animal Care Manager position would be responsible for the direct supervision of eight full-time staff members and would report to the Deputy Director. This change would reduce the number of employees directly supervised by the Deputy Director from 24 to 16.

**ALTERNATIVES**

If this position is not created, then ICACS will continue to operate with the current administrative structure and supervisory span of control.

**FINANCIAL IMPACT**

The long term (top level) cost for the Animal Care Manager position is \$134,358 for fiscal year 2024 which will be paid for from existing and future Animal Control millage funds.

**STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the creation of an Animal Control Manager position for the Ingham County Animal Control & Shelter.

TO: Holly Guild, Animal Control Director  
FROM: Joan Clous, Human Resources Specialist  
DATE: April 16, 2024  
RE: Memo of Analysis for creation of Animal Care Manager

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Animal Control would like to create a new position and Human Resources can confirm the following information:

1. The position was placed with the MC group as it has a community of interest with that group. The Animal Care Manager was classified at MC 8 (\$60,884.80 to \$73,102.90)

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your reclassification proposal. You are now ready to move forward by contacting budget for a budget analysis.*

*If I can be of further assistance, please email or call me (887-4374).*

**INGHAM COUNTY  
JOB DESCRIPTION  
ANIMAL CARE MANAGER**

**General Summary:**

Under the direction of the Animal Control Deputy Director will supervise and direct the Animal Care and Behavior staff of the Ingham County Animal Control Shelter (ICACS). Coordinates the daily animal population balance of ICACS. Will develop policies and procedures for the care of animals, cleaning of kennels and facility, ordering of supplies, TNR program, Barn cat program, and shelter maintenance. Creates schedules and ensures shifts are covered in case of absences. Ensures shelter animal records are kept up to date and in compliance with regulations. Makes recommendations to ICACS administration to develop the annual animal care budget.

**Essential Functions:**

1. Supervises, directs, trains, schedules and assigns work to Animal Care Specialists and ensures shifts are covered in cases of absence.
2. Ensures Animal Care staff are trained in the proper care of shelter animals, and proper documentation of behavioral and medical issues.
3. Ensures that shelter animals are fed, medicated as needed, and that any safety or behavioral issues with animals are brought to the attention of the Veterinarian and ICACS administration.
4. Performs daily monitoring of ICACS animal population balance.
5. Approves transfers of animals in and out of the shelter from external agencies and works with Rescue Coordinator to ensure the transfer of animals.
6. Approves scheduling for the ICACS trap neuter and release program.
7. Addresses safety and maintenance issues within animal housing areas and ensures compliance with Michigan Department of Agriculture and Rural Development standards.
8. Works with shelter medical staff to establish lists of animals eligible for surgery.
9. Coordinates with office staff regarding available space for owner surrendered animals.
10. Ensures that treatment and feeding protocols established by shelter veterinarians are properly implemented.
11. Works with ICACS Foster Coordinator to address issues with animals in foster and coordinates intake of foster animals for medical visits.
12. Establishes daily enrichment programs for animals housed at ICACS.
13. Performs animal behavior evaluations in the absence of the Behavior and Enrichment Coordinator.

**Other Functions:**

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** Associate's degree or equivalent experience.

**Experience:** Four years of related experience in animal care. Animal behavior certifications preferred. Supervisory experience preferred.

OR

**Other Requirements:**

- None

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
3. This position is exposed to noise levels which require shouting in order to be heard.
4. This position works closely with domestic and wild animals with unpredictable temperaments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, kneeling, crawling, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

Introduced by the Law & Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF AN ANIMAL CARE MANAGER POSITION  
WITHIN THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) is continually expanding its services to improve the health and welfare of the citizens and animals in the community; and

WHEREAS, the services provided by ICACS have resulted in increased animal care and medical staff; and

WHEREAS, the expanding services provided by ICACS have increased the number of animals coming to and from the Shelter; and

WHEREAS, Ingham County Animal Control and Shelter has need of an Animal Care Manager to supervise the staff providing animal care and monitor the daily health and behavior of animals housed at the Shelter; and

WHEREAS, the funding for this position will be paid from the ICACS millage fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of one newly created position of Animal Care Manager, classified as Managerial and Confidential Grade 8 (salary range \$60,884.80-\$73,102.90).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget and the position allocation list.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.



**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Glenn Canning, Facilities Director

**DATE:** May 21, 2024

**RE:** Resolution to Authorize an Agreement with Altech Doors to Replace the Overhead Doors at the Ingham County Drain Commissioner’s Office Garage

For the meeting agendas of: June 4 & 5

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**BACKGROUND**

The Ingham County Drain Commissioner’s Office garage has five overhead doors that are in need of replacement. The interior and exterior portions of the panels on all five of the overhead garage doors are separating and temporary repairs were made. One of the repair vendors has reported that those parts to make the permanent repairs are no longer available. Currently, we installed pieces of steel that are secured by bolting through the door, these repair are temporary as the steel of the doors is already weakened. In addition to replacing the doors, the commercial openers have reached their expected life expectancy and are in need of replacing as well.

The Purchasing Department bid out the project and proposals were received from qualified vendors. Altech Doors submitted the lowest responsive and responsible proposal of \$34,683.73.

We are requesting a contingency of \$3,400 for any unforeseen circumstances, for a not to exceed amount of \$38,083.73.

**ALTERNATIVES**

The alternative would be to not approve further delaying the replacement risking higher costs and the failure of the doors which will cause operational difficulties for the Drain Commissioner’s Office.

**FINANCIAL IMPACT**

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
639-27500-976000-20F16	\$17,000	\$17,000	\$17,000	\$0
Drain Rev. Fund				
245-27599-976000-24F10	\$40,000	\$24,125	\$21,083.73	\$3,041.27
General Fund				

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Altech Doors to replace the five overhead doors at the Ingham County Drain Commissioner’s Office garage.

TO: Glenn Canning, Facilities Director  
FROM: Kristen Romo, Director of Purchasing  
DATE: May 16, 2024  
RE: Memorandum of Performance for RFP No. 51-24 Demolition Services

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of providing demolition services.

Scope of work includes, but is not limited to; Demolishing and environmentally disposing of the Annex Building and the Road Department's Block Building.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	63	20
Vendors attending pre-bid/proposal meeting	8	3
Vendors responding	5	3
Vendors unresponsive – missing form	1	0

A summary of the vendors' costs is located on the next page.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Bid Bond	Base Bid #1 - Road Department Block Building Total Cost for completing All Work According to the RFP, Project Manual and Drawings	Base Bid #2 -Annex Building Total Cost for completing All Work According to the RFP, Project Manual and Drawings	Alternate #1 Demolish Western Portion of Road Department Block Building	Alternate #2 Salvage Annex Building Plaque	Total Bid - Annex Base Bid + Road Department Base Bid	
MCS Excavating	Yes, Lansing MI	Yes	\$ 25,000.00	\$ 217,000.00	\$ 35,000.00	\$ 5,000.00	\$ 242,000.00	
Asbestos Abatement Inc	Yes, Lansing MI	Yes	\$ 25,000.00	\$ 237,816.00	\$ 22,500.00	\$ 3,000.00	\$ 262,816.00	
Dore & Associates	No, Bay City MI	Yes	No Bid	\$ 279,400.00	No Bid	\$ 3,500.00	\$ <b>279,400.00*</b>	
Pitsch Companies	No, Grand Rapids MI	Yes	\$ 47,000.00	\$ 239,000.00	\$ 20,000.00	\$ 2,500.00	\$ 286,000.00	
E.T. MacKenzie Company	Yes, Lansing MI	Yes	\$ 39,435.00	\$ 307,180.00	\$ 13,024.00	\$ 2,795.00	\$ 346,615.00	
Homrich	No, Carleton MI	Yes	Unresponsive - missing document					
							*Only bid on Annex Building	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ALTECH DOORS LLC, TO REPLACE THE OVERHEAD DOORS AT THE INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE**

WHEREAS, the Ingham County Drain Commissioner's Office garage has five overhead doors that are in need of replacement; and

WHEREAS, the interior and exterior portions of the panels on all five of the overhead garage doors are separating and temporary repairs were made, and replacement parts are no longer available; and

WHEREAS, the commercial openers have reached their expected life expectancy and are in need of replacing as well; and

WHEREAS, the Purchasing Department bid out the project and proposals were received from qualified vendors; and

WHEREAS, the Facilities Department recommends an agreement with Altech Doors LLC, who submitted the lowest responsive and responsible proposal of \$34,683.73 to replace the five overhead doors and openers at the Ingham County Drain Commissioner's Office garage; and

WHEREAS, the Facilities Department is requesting a \$3,400 contingency for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2020 CIP Drain Revolving Fund Line item #639-27500-976000-22F16, which has a balance of \$17,000 and approved 2024 CIP General Fund Line item #245-27599-976000-24F10 which has a balance of \$24,125.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Altech Doors LLC, 2100 27519 Schoolcraft Rd., Livonia, MI 48150, to replace the five overhead doors and openers at the Ingham County Drain Commissioner's Office garage for an amount not to exceed \$38,083.73, which includes a \$3,400 contingency.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners, County Services Committee and Finance Committee

**FROM:** Neal Galehouse, Director of Engineering  
Road Department

**DATE:** May 21, 2024

**SUBJECT:** Proposed Resolution to Authorize a Bituminous Pavement Agreement with Giguere Homes for Sanctuary III Subdivision

For the Meeting Agendas of June 4, 5, and 11

**BACKGROUND**

The process by which plats are developed follows state statute (Act 288 of 1967). The platting process begins with development of a Preliminary Plat showing the overall configuration, how it fits into the lands surrounding it, public utilities serving the lots, and the phases of construction planned to complete the development. Once a Preliminary Plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans are developed, reviewed, and approved by the same stakeholders. After construction is completed, the Final Plat acceptance process can be initiated to make the roads, drains, and utilities part of the public domain.

The Sanctuary III development is a 7-unit single-family subdivision located on 7.36 acres, part of a 59-unit residential subdivision, located east of Hulett Road, north of Jolly Road, south of Bennett Road, and part of the Southeast ¼ of Section 32, Meridian Township, Ingham County, Michigan. The proprietor, Giguere Homes constructed the subdivision throughout 2023 and is now requesting the Final Plat process to commence, which would allow the developer to begin selling the lots and constructing new homes.

The additional road for this subdivision, Crane Circle, has been constructed up to, but not including, the top layer of asphalt in accordance with the approved road and drainage plans. The work completed to date meets Road Department standards. The Road Department has historically allowed placement of the final layer of asphalt after the lots within the plat are built-out with new homes. This avoids damage to the final driving surface due to construction traffic, allows time to reveal weaknesses within the newly constructed roadway, and provides a better end product for road users. The Road Department requires a bituminous pavement agreement and a deposit for uncompleted work as an assurance the proprietor will place the final layer of asphalt on the public road within 5 years, during which time most, if not all, of the homes will be built. Giguere Homes has submitted all the required fees, insurance, testing results, certifications, warranty deeds, and verification of the Drain Office’s approval, meeting all of the requirements to proceed to the execution of a bituminous pavement agreement. As part of the bituminous pavement agreement, the proprietor has provided an escrow deposit in the amount of \$34,706.12 as an assurance that the final layer of asphalt will be placed on Crane Circle within 5 years.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The bituminous pavement agreement will ensure Crane Circle is fully paved within 5 years, at the proprietor’s cost.

**OTHER CONSIDERATIONS**

Once the bituminous pavement agreement has been executed, the Final Plat can be approved by the Board and Crane Circle accepted as a public road.

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A BITUMINOUS PAVEMENT AGREEMENT WITH  
GIGUERE HOMES FOR SANCTUARY III SUBDIVISION**

WHEREAS, the process by which a platted subdivision is developed follows state statute (Act 288 of 1967); and

WHEREAS, on February 8, 2022, per Resolution #22-048, the Board of Commissioners approved the Preliminary Plat for the residential subdivision called Sanctuary III, which is a 7-unit single-family subdivision located on 7.36 acres, part of a 59-unit residential subdivision, located east of Hulett Road, north of Jolly Road, south of Bennett Road, and part of the Southeast  $\frac{1}{4}$  of Section 32, Meridian Township, Ingham County, Michigan; and

WHEREAS, the Sanctuary III subdivision included a new road, Crane Circle, which was constructed in 2023 in accordance with the approved road and drainage plans, except for the final layer of asphalt; and

WHEREAS, the proprietor, Giguere Homes has submitted all the required fees, insurance, testing results, certifications, and verification of the Drain Office's approval, thereby meeting all of the requirements to proceed to the execution of a bituminous pavement agreement; and

WHEREAS, the bituminous pavement agreement shall define the requirements of Giguere Homes, to complete the top course of asphalt pavement on Crane Circle within five years to allow most of the new homes to be constructed prior to final completion of the new road; and

WHEREAS, Giguere Homes has provided an escrow deposit in the amount of \$34,706.12 as an assurance that the final layer of asphalt will be placed on Crane Circle within 5 years; and

WHEREAS, upon execution of the bituminous pavement agreement, Giguere Homes intends to request Final Plat approval for the Sanctuary III subdivision and the acceptance of Crane Circle into the public road network.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a bituminous pavement agreement with Giguere Homes, located at 6200 Pine Hollow Dr, Suite 100, East Lansing, MI 48823, for the placement of the top course of pavement on Crane Circle, the sole road within the Sanctuary III subdivision, within five years from the adoption date of this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**TO:** Board of Commissioners and County Services Committee

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** May 21, 2024

**SUBJECT:** Proposed Resolution to Approve A Traffic Control Order for an All-Way Stop at the Maple Ridge Road and Rolling Hills Drive Intersection

For the Meeting Agendas on June 4 and 11

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**BACKGROUND**

Periodically, Road Department staff will review subdivisions to confirm if the existing traffic control signs are appropriate for the conditions at each intersection, as required per state statute (MCL 257.610). Evaluations include, but are not limited to, sight distance, traffic volumes, and crash history.

Recently, an evaluation was performed at the intersection of Maple Ridge Road and Rolling Hills Drive located in Section 15 of Meridian Charter Township. It was determined that the following changes are necessary:  
Maple Ridge Road at Rolling Hills Drive – Install a stop sign converting intersection to an all-way stop.  
Rolling Hills Drive at Maple Ridge Road – Install a stop sign converting intersection to an all-way stop.  
In order for the above listed stop signs to become legally enforceable, the Board of Commissioners will need to approve the associated Traffic Control Order (TCO) recommended by the Road Department and authorize the execution of the TCO by the Board Chairman. After the TCO is filed with the Clerk’s Office, the sign will be installed by the Road Department and will have the force of law.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The costs to install the stop signs at the above intersection are included in the 2024 Road Fund budget.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order to add stop signs for the south bound traffic on Maple Ridge Road and northwest bound traffic on Rolling Hills Drive, resulting in an all-way stop intersection.



Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A TRAFFIC CONTROL ORDER FOR AN ALL-WAY STOP AT THE  
MAPLE RIDGE ROAD AND ROLLING HILLS DRIVE INTERSECTION**

WHEREAS, the Road Department is responsible for placing and maintaining traffic control devices located on roads within their jurisdiction; and

WHEREAS, the Road Department has evaluated the intersection of Maple Ridge Road and Rolling Hills Drive located in Section 15 of Meridian Charter Township and determined stop signs are necessary at the locations as described herein; and

WHEREAS, the Road Department recommends stop signs to be installed on southbound Maple Ridge Road at Rolling Hills Drive and on Rolling Hills Drive at Maple Ridge Road, resulting in an all-way stop intersection.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for southbound traffic on Maple Ridge Road at the intersection of Rolling Hills Drive and a stop sign on Rolling Hills Drive at the intersection of Maple Ridge Road, located in Section 15 of Meridian Charter Township, converting the existing traffic control to an all-way stop intersection.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the Traffic Control Order on behalf of the County.

**TO:** Board of Commissioners and County Services Committee

**FROM:** Gregg Todd, Controller

**DATE:** May 21, 2024

**SUBJECT:** Housing Millage Discussion Item

For the Meeting Agendas on June 4

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Below is the resolution and proposed millage language that was approved by the Housing Trust Fund as discussed by Treasurer Fox at the May 21, 2024 County Services Meeting. The resolution and millage language are for discussion purposes at this time.

**RESOLUTION TO RECOMMEND THE INGHAM COUNTY BOARD OF COMMISSIONERS  
SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE FOR HOUSING AND HOMELESS  
SERVICES**

WHEREAS, Ingham County faces an increasing crisis in housing, with shortages of available housing units at all levels as well as shortages of entrepreneurs and workers to build what is needed as the costs of construction and rehabilitation continue to rise nationally; and

WHEREAS, this shortage of available housing units has the effect of pricing out of the housing market a variety of disadvantaged residents, leading to increases in housing insecurity, the health stresses caused by housing insecurity, and homelessness; and

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, allocated \$9 million of the second tranche of American Rescue Plan funds received by Ingham County to encourage construction, improvement, and maintenance of affordable, accessible, and sustainable housing through the Ingham County Housing Trust Fund, all of which must be spent by December 31, 2026; and

WHEREAS, the Housing Trust Fund has, in addition to contributing directly to housing construction and rehabilitation projects, initiated a variety of long-term initiatives to enhance emerging developers, improve opportunities for home ownership, encourage creative and innovative forms of land use and housing, and bring together a variety of organizations interested in long-term solutions; and

WHEREAS, the Housing Trust Fund Board has identified a wide variety of other needs it has not yet addressed including financial counseling for distressed homeowners and renters, assistance for renters and landlords to address ongoing needs for rehabilitations and repairs, and wraparound services for both short-term and long-term housing for unhoused individuals and families; and

WHEREAS, any solutions to this crisis require the continuing use of carefully targeted locally generated funds, whether spent through the Ingham County Housing Trust Fund, the Ingham County Land Bank, or other means.

THEREFORE BE IT RESOLVED, that the Ingham County Housing Trust Fund Board recommends to the Ingham County Board of Commissioners that the Board of Commissioners submit to a vote of the electorate at the election to be held on November 5, 2024 a question substantially as follows:

## **INGHAM COUNTY HOUSING AND HOMELESS SERVICES MILLAGE**

For the purposes of expanding and improving the quality of housing available to low- and moderate-income families and to reduce homelessness and provide services to unhoused persons in Ingham County by attracting private, state and federal investments and by assisting businesses, other governmental bodies and nonprofit organizations to do the same, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 0.500 of one (1) mill, (\$0.5 per thousand dollars of taxable value), for a period of four (4) years (2024-2027) inclusive? If approved and levied in full, this Millage will raise an estimated \$5,618,512 in the first calendar year of the levy, based on state taxable valuation.